

DIR-0897

8 December 1971

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Panel H Report, Records Management
Conference

1. Half of the Panel H members were Records Officers with long experience in records administration; the remaining half were persons only recently assigned the responsibilities of a records officer. Attached is a roster of the Panel H members. The mixture of experience provided a lively, productive exchange of ideas and problems related to Agency records management. It also provided the inexperienced records officers with significant knowledge and insight on the subject of records management. The Panel spent most of the time allocated for discussion on the subject of "Volume Growth Control."

2. The following are the major conclusions reached by Panel H:

- a. A need to educate command channels, particularly middle management, of the need for and importance of records management. The Executive Director-Comptroller and the Deputy Directors may be aware of the urgency for records control, but they in turn must convey this to the Office and Division Chiefs in each Directorate. All must recognize that records management takes manpower and be willing to allocate the necessary time and manpower to do the job.
- b. More full time records personnel are needed.
- c. There should be more training of clerical, secretarial, and supervisory personnel on records handling, records control schedules and retention plans, and volume growth control of files.

e. Files should be thoroughly screened before sending them to the Records Center. The DDP has a system where each document is reviewed for disposition. A similar effort should be made in the other Directorates. The present procedure in most offices of the DDS and DDI is for the clerk or secretary to simply take the entire contents of a file or safe drawer, put it in boxes, and send it off to the records center. The files contain many duplicate copies, draft copies, routing sheets etc. which should be eliminated.

f. The initial printing run for "Supplemental Distribution" should be reduced for all publications and definite, short retention period established.

g. Where color is not necessary, microforms should be considered for supplemental distribution of publications. Some agencies and private companies are presently using microfilm for distribution purposes. Also consider using zerox copies where a small number of pages are involved.

h. All Vital Records Schedules need to be reviewed and updated making sure they reflect the current mission of the Component and contain only the "absolute minimum" and "absolutely essential" records.

i. The Agency should obtain a more realistic emergency relocation and storage site. Explore the possibility of obtaining more underground space at the National Site.

j. Each Component should review its emergency missions and functions and make sure the Vital Records contain the materials necessary for emergency use.

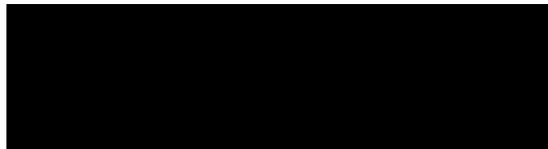
k. Apply Records Management to the creation of records. Up to now, we have placed the most emphasis on how to handle the records that exist. We should also be equally concerned with controlling the creation of the records. The creation and use of forms and reports should be critically reviewed.

l. At Headquarters facilities, establish for each component the present records holding capacity as the volume limit of records. If a component loses a function or space, the associated amount of records holding equipment should be lost and transferred to the remaining component if such is the case.

m. The problem of identifying the "Office of Record" in the Retention Plan for Permanent Records should resolve itself as the Plan is refined at each succeeding level. Each component of a Directorate will identify who it believes should be the "Office of Record." These will go to the Directorate Senior Management Officer who will have to resolve conflicts within his own Directorate. The Agency Records Administration Office will have to resolve conflicts between Directorates and with other agencies.

n. In Part III, "Records Series to be Retained Permanently," of the Records Retention Plan, the identification (description) of the record series for each item no. should reference the item number in the existing component's Records Control Schedule. This is necessary for accuracy and ease of referring to the same file or record series in the two documents.

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OTR Records Management Officer

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